

# **Area Tenants' and Residents' Collective**

## **Constitution**

### **1 Name**

The organisation shall be known as the '**Area Tenants' and Residents' Collective**'

### **2 Aims**

- (a) To promote and encourage Tenant Participation throughout the area covered by Cannock Chase Council.
- (b) To provide an opportunity for all residents of the District who live in an area not covered by an active tenants' and residents association to join the structure for tenant involvement, in order to exert influence over the Council's Services.
- (c) To encourage the establishment of a Residents' Associations where there is sufficient interest in a neighbourhood and particularly where four residents from the same area wish to be members of the collective.
- (d) To concentrate efforts for improvement on issues which affect the whole district rather than local neighbourhood concerns.
- (e) To affiliate to and to support Chase Tenants and Residents Federation.
- (f) To liaise with statutory and voluntary agencies with a view to maintaining and improving the quality of life for residents.  
To join any committees or focus groups which the member believes may be useful in fulfilling the aims of the organisation.  
To attend appropriate training sessions in order to gain new skills

### **3 Membership**

Membership of the group shall be open irrespective of political beliefs, religious opinion, gender, age, race, sexual orientation or disability to all tenants and residents of the area covered by Cannock Chase Council, excepting those tenants and residents who live in an area already covered by an active tenants' or residents' association.

An association shall be deemed inactive if no Annual General Meeting has been held for eighteen months or more.

### **4 The Committee**

The committee is to comprise a Chairperson, Vice-chairperson, Secretary and Treasurer and at least one other representative, any of which must not include anyone with a clear conflict of interest (e.g. elected members and council officers). At least 50% of the committee shall be council tenants. The committee shall be elected at the Annual General Meeting. The Quorum for committee meetings will be 4 people.

5. **Co-opted Members**

Members may be co-opted on to the committee with agreement from the majority of committee members but will have no voting rights until selection at the next AGM.

**Comment [c1]:** Insert new paragraph on Co-opted Members  
**Formatted:** Underline

6. **Meetings**

The organisation will hold at least two open meetings each year apart from the Annual General Meeting, which will be advertised in local press and which will invite all people of the district.

Agenda items discussed are confidential and should not be discussed by any member outside a meeting until a decision has been reached by the committee or, permission has been given by the committee. This also applies to Federation business being handled by the committee or a committee member.

**Comment [c2]:** Change from no. 5 to no. 6

**Comment [c3]:** Insert new rule

7. **Annual General Meeting**

The Annual General Meeting shall be held at a date determined by the committee, but between 12 and 15 months after the date of the previous A.G.M. An advertisement giving two weeks notice will appear in local press to invite people of the area.

The quorum for the A.G.M. will be 5 people.

8. **Finance**

The treasurer will keep proper accounts of all income and expenditure of the Collective. No two members of the same household will be eligible to act as signatories for any account held by the organisation. The accounts will be checked by an independent person annually and presented to the Annual General Meeting. The Federation Support Worker will carry out quarterly checks of the accounts books and provide a financial report for the Annual General Meeting if requested by the committee.

**Comment [c4]:** Insert

9. **Funding**

All monies raised on behalf of the Collective through their own fundraising or, grants from outside bodies, shall be applied to further the objectives of the group and for no other purpose.

**Comment [c5]:** Insert new funding paragraph

10. **Special General Meeting**

Special General Meetings may be called by the Committee, providing the reason for the meeting and fourteen days notice has been given. Notice of the meeting must appear in the local press. The quorum will be 5 people.

## **11. Dissolution**

Dissolution of the collective may only be discussed at a Special General Meeting. This meeting must be advertised in the local press, giving fourteen days notice and explaining the purpose of the meeting. The quorum for the meeting will be two people. Any remaining funds from Cannock Chase Council's annual or stationery grants shall be returned to the council. Any other funds raised by the Collective shall be given to a community event or a charity and will be chosen by the majority of the committee.

**Comment [c6]:** Insert

### Standing Orders

1. **Members shall at all times, conduct themselves in a reasonable manner at meetings or in the premises used by the organisation, and be excluded if they contravene the objectives of the organisation. This will be done by a majority of those present and voting at any committee or general meeting.**
2. **No alcohol will be tolerated in any room used by the organisation during a committee meeting or general meeting of that organisation.**
3. **Regarding proposal of recommendations: -**
  - A) **Any member may make a proposal. In order for it to be voted on by other members it must be seconded or supported by someone else**
  - B) **Only members present at the meeting may vote**
  - C) **Before voting any member may propose an amendment, which must also be seconded.**
  - D) **In the case of a vote being a tie, the chairperson has the casting vote.**
4. **Votes take place by a show of hands and the chairman gives the result. Any voting member may query the result, and if this happens, the chair shall take the vote again and ask another member to recount.**
5. **Officers and committee members shall, at all times, abide by the decisions, which have been properly made at meeting of the organisation.**

Comment [c7]: Insert D

**Constitution adopted at a public meeting 24<sup>th</sup> April 2001**

**Amendments made at AGM's on:-**

**30<sup>th</sup> October 2003**

**24<sup>th</sup> November 2004**

**21<sup>st</sup> February 2006**

**21<sup>st</sup> May 2007**

**6<sup>th</sup> August 2008**

**Signed Chairman \_\_\_\_\_ Date \_\_\_\_\_**

**Secretary \_\_\_\_\_ Date \_\_\_\_\_**